



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	121A	Manual Of Requirements For Adoption Agencies	11/3/2008
Subchapter:	5	Services	
Section	3	Fees and fiscal practices (N.J.A.C. 10:121A-5.3)	

§10:121A-5.3 Fees and fiscal practices

(a) The agency shall not consider the clients' willingness to donate money, goods or services or to participate in agency fund-raising efforts in determining their eligibility for services.

(b) The agency shall provide equal access to services to all eligible clients without regard to actual or potential donations of money, goods, time or efforts.

(c) The agency shall prepare and maintain on file a written schedule of all fees charged and provide a copy of the schedule to an agency client before service delivery begins.

(d) The agency shall provide, as specified in N.J.A.C. 10:121A-5.2(b), information to all applicants on the agency's policies and procedures for the setting, collecting, waiving and payment of fees. This shall include its policies on refunding money/fees paid by the applicant(s) to the agency when:

1. An identified service is not rendered;
2. There is a disruption of services;
3. The child identified for adoption is no longer available for adoption;
4. There is a problem with the applicant(s) such as an illness, a divorce, a loss of job, or other circumstance which would affect the outcome of the adoption; or
5. The agency decides the applicant(s) is not suitable for adoption.

